

LOCAL CHAPTER ANNUAL BUSINESS REPORT

Business reports are used extensively to inform management, staff, stockholders, and the general public about all aspects of the business. This event recognizes FBLA chapters that effectively summarize their year's activities. The event provides participants with valuable experience in preparing annual business reports.

ELIGIBILITY

Each local chapter is eligible to enter this event. Local chapter members do not have to attend the State Leadership Conference to enter a report in this event.

REGULATIONS

1. An entry form and one copy of the report (original or copy) must be postmarked no later than March 17.
2. The report formats must adhere to the following guidelines:
 - A. Report Contents
 1. Reports must contain a table of contents. A title page, divider pages and appendices are optional.
 2. Reports must not exceed 30 pages, including the title page, table of contents, divider pages, and appendices. Front and back covers are not counted in the page limit.
 3. Pages must be standard 8 ½" by 11" paper.
 4. Pages must not be laminated or bound in sheet protectors.
 5. Reports may be single- or double-spaced.
 6. Each side of the paper providing information is counted as a page.
 7. Valuable items should not be included with the report. Copies should be sent rather than important original documents.
 8. No items may be attached to any page in the report. Scrapbooks and loose or bulky exhibits are not acceptable.
 - B. Report Covers
 1. Both a front and back cover are required.
 2. Report covers must contain the following information: Name of the School; State Chapter; Name of the Event; Year. They may also contain additional information but are not counted against the page limit.
 3. Report covers must be of a weight such as cover stock, index stock, or card stock.
 4. Covers may not be in plastic binders, be laminated, or have a plastic sheet overlaying the printed cover.
 5. All reports must be bound (e.g. tape binding, spiral binding)
 6. No items, such as labels or decals, may be attached to the front cover.
 7. Two- or three-ring binders are not acceptable as report covers.
 8. Report covers must not exceed 9½" x 12".

Local Chapter Annual Business Report Continued

C. General Requirements

1. Reports must be prepared by student members, not advisers. Local chapter advisers should serve as consultants to ensure that the report is well organized, contains substantiated statements, and is written in an acceptable business style.
2. Reports must describe activities of the chapter that were conducted between the start of the previous State Leadership Conference and start of the current State Leadership Conference.
3. Entries must adhere to all of these regulations or be disqualified without being judged.

FORMAT AND CONTENT

Projects used for other FBLA reports may be included. The report should include the chapter's profile, productivity, recognition, and business procedures.

The report format should follow that of the rating sheet. If it does not, the report will be disqualified. If information is not available for a particular criterion, include a statement to that effect in the report. The report must be similar to that of a business report with substantiated statements in a clear and concise format. Creativity through design and use of meaningful graphics is encouraged.

PROCEDURES

1. The state office secures judges and sets the date for judging. The date generally is two weeks preceding the State leadership Conference.
2. Reports are returned to advisers at the end of the conference. If time and space permit, reports will be on display for members and advisers to view during the conference.

JUDGING

Judges complete a rating sheet on each report and assign a rank to it. The rating sheets should substantiate the rankings.

The rank given by each judge for the report is recorded on a ranking sheet. The ranks for each report are totaled. The report with the highest rank is the winner. The highest rank is one.

In the event of ties, the report receiving more small numbers from the judges is the winner. If ties remain after using this step, judges are to break the ties.

AWARDS

A plaque is awarded to the first and second place winners and certificates are presented to the chapters winning third through tenth places.

REPRESENTATION AT NATIONAL

The first and second place winners are entitled to represent the state chapter at the National Leadership Conference.

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Rank the reports within a first to last order. No ties.

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Chapter Profile Letter to chapter members (number of members, size of school & community, when & where the chapter was organized)	0	1 - 3	4 - 7	8 - 10	
Productivity Recruitment of members and chapters	0	1 - 2	3 - 4	5	
Leadership development for officers and members	0	1 - 3	4 - 7	8 - 10	
Preparation of students for careers in business	0	1 - 2	3 - 4	5	
Service to the school and community	0	1 - 3	4 - 7	8 - 10	
Cooperation with business, professional, and service groups	0	1 - 2	3 - 4	5	
Participation in public relations activities	0	1 - 2	3 - 4	5	
Support of FBLA-PBL national and state projects	0	1 - 2	3 - 4	5	
Attendance and participation at state and nationally sponsored conferences	0	1 - 2	3 - 4	5	
Recognition For FBLA-PBL competitive events and activities	0	1 - 2	3 - 4	5 - 6	
For school, community, and business activities	0	1 - 2	3	4	
Businesslike Procedures Chapter management and organization	0	1 - 2	3 - 4	5	
Financial development, including fundraising activities and financial statement	0	1 - 2	3 - 4	5	
Format of Report Clear and concise presentation with logical arrangement of information	0	1 - 3	4 - 7	8-10	
Correct grammar, punctuation, spelling, and acceptable business style	0	1 - 2	3 - 4	5	
Design and Graphics	0	1 - 2	3 - 4	5	

Total Points

/100 max.

Verification of total score (initials)

_____ Event Supervisor

_____ Event Supervisor

RANKING SHEET - MISSOURI FBLA

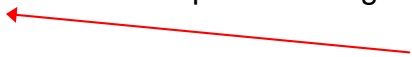
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NAME OF SCHOOL	RANK BY JUDGE	RANK BY JUDGE	RANK BY JUDGE	TOTAL	FINAL RANK (Smaller number wins)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					

In the event of a tie, the tie will be broken by awarding the higher rank to the chapter receiving more small numbers from the judges.

$$\begin{array}{ccccccc}
 & \downarrow & \downarrow & & \checkmark & & \\
 \text{Example:} & 1 & 2 & 6 & = & 9 & 2 \\
 & 2 & 3 & 4 & = & 9 & 2
 \end{array}$$

} Tied for second Winner



If tie remains after this step, judges will make a decision as to the rank to be assigned.